

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION NUMBER: GSD1014AAE

POSITION TITLE: DIRECTOR OF INFORMATION TECHNOLOGY

POSITION LOCATION: Agency Administration - Tucson

POSITION REPORTS TO: Superintendent

POSITION SUPERVISES: Wide Area Network Manager, Technical Aide (Technology)

**MINIMUM QUALIFICATIONS:**

- Five years experience managing local and wide area network system, including designing and analysis and diverse data processing functions, applications programming and computer operations. A Bachelor's Degree in Information Technology may substitute for one year of experience. A Master's Degree may substitute for two years of experience.
- Two years experience supervising information technology staff providing varied and complex support in a range of settings.
- Experience in managing a budget, controlling expenditures, and modern organization and management principles.
- Evidence of good communication skills, including ability to write clearly and concisely.
- Independent and reliable means of transportation.

**PREFERRED QUALIFICATIONS:**

- Academic degree in Information Technology
- Experience with educational technology
- Fluency in American Sign Language

**DUTIES AND RESPONSIBILITIES:**

- Provides administrative and technical direction to the Agency's information technology services.
- Manages the development, implementation and maintenance of Agency administrative applications.
- Manages the Agency LAN/WAN system.
- Supervises subordinate personnel in system designing, applications programming and computer operations. Provides training, evaluate performance, takes corrective action if needed, and other duties required of a supervisor.
- Participates in meetings with staff to advise on equipment and personnel needed to meet Agency information technology demands, to discuss work in progress and planned to meet school program and administrative requirements.
- Establishes Agency hardware and software standards.

- Oversees the Agency's technology inventory.
- Trains Agency staff in information technology.
- Oversees the preparation of requests for proposals (RFPs) to acquire new equipment or services.
- Prepares a variety of technical and administrative reports.
- Performs such other tasks and responsibilities as may from time to time be assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of electronic data processing equipment capabilities
- Considerable knowledge of the principles and techniques of modern systems analysis, applications programming and computer operations.
- Considerable knowledge of the principles of effective supervision
- Good knowledge of budgeting and fiscal control procedures
- Ability to manage a diverse data processing function through subordinates
- Ability to establish priorities and meet deadlines and objectives
- Ability to communicate effectively within and outside the Agency at all organizational levels
- Skill in interpersonal relations
- Skill in work management, planning and program direction